



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

DCMDI-C

APR 22 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

SUBJECT: Defense Corporate Executive (DCE) Support and 1997 Award Funds

The recent reorganization of the Overhead Center, combined with personnel realignments within the Districts, have resulted in some confusion regarding DCE support. The DCEs are DCMC's representatives at the highest corporate levels and provide the interface with corporate leadership on major issues of significant DoD interest. As such, they require first class support.

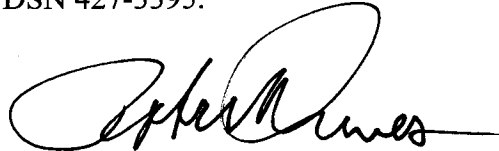
The DCMC offices listed in Attachment 1 are required to furnish administrative and personnel support to DCEs. Administrative support requirements include items such as computers and computer support, internet and LAN access, time and attendance functions, and processing travel requirements. Personnel support includes providing secretarial and assistant DCE positions. Manpower requirements will be coordinated through the appropriate District.

The Team Chief, Overhead Center (DCMDI-C) will provide overall policy, direct specific assignments, complete DCE performance appraisals, and determine the amount of DCE performance awards. The Districts have distributed FY97 funds to the offices listed at Attachment 1 for this purpose. The Overhead Center Team Chief will be coordinating this process with each applicable commander. The Overhead Center is also responsible for funding DCE travel, DCE training, and travel by DCE assistants related to Overhead Center activities.

The DCEs are responsible for completing performance appraisals for their assistants and secretaries. The DCEs will also make recommendations for assistant and secretarial performance awards to the supporting DCMC office. Performance awards for DCE assistants and secretarial support staff will be funded by the supporting DCMC office.



Please ensure that this guidance is directly communicated to the offices at Attachment 1. If you have further questions, please call Lt Col Michael Falvey, DCMC Overhead Center, at (703) 767-3395 or DSN 427-3395.

A handwritten signature in black ink, appearing to read 'Robert W. Drewes', with a large, stylized initial 'R'.

ROBERT W. DREWES
Major General, USAF
Commander

Attachment

DCMC OFFICES AND SUPPORT TEAMS

DCMC OFFICE

DCE/Team

DCMC Boeing Seattle

DCE, Boeing Company

DCMC Baltimore

DCE, General Dynamics
DCE, Lockheed Martin

DCMC Stratford

DCE, General Electric

DCMC Van Nuys

DCE, Hughes Aircraft
DCE, Northrop Grumman
DCE, Rockwell International

DCMC New York

DCE, Lockheed Martin Tactical Sys.

DCMC McDonnell Douglas
(St. Louis)

DCE, McDonnell Douglas

DCMC Raytheon

DCE, Raytheon

DCMC Boston

DCE, Textron, Inc.

DCMC Cleveland

DCE, TRW, Inc.

DCMC Hartford

DCE, United Technologies

DCMC Pittsburgh

DCE, Westinghouse